



COUNTY CLERK – 12204

Recording and Filing Fund

12204 CLERK'S RECORDING & FILING FUND EXPENDITURES BY CATEGORY:

	Actuals	Actuals	Estimated	*Budget	%	Budget	%
	FY 2006	FY 2007	FY 2008	FY 2009	Var	FY 2010	Var
Operating Expense	223,415	96,143	257,900	623,673	142%	358,673	-42%
Capital Expenditures	10,304	112,512	19,888	128,300	545%	128,300	0%
Carryovers	145,586	356,000	117,762	-	-100%	-	0%
PROG EXPENDITURES TOTAL	379,305	573,850	395,550	751,973	90%	486,973	-35%

PURPOSE:

The County Clerk is responsible for maintaining and archiving duly acknowledged documents recorded in the Bernalillo County Clerk's Office. A portion of the recording and filing fees collected are utilized to purchase and maintain hardware and software that support document recording and archiving.

SERVICES PROVIDED:

The County Clerk's office records deeds, mortgages, judgments, satisfactions of judgment, liens, and deeds of trust. The office is also responsible for issuing Marriage licenses. Recorded documents are an instrument of public record and are accessible to the public.

Bernalillo County Goal: County government will strive to provide timely and accurate information to the public.

PROGRAM HIGHLIGHTS AND MAJOR ACCOMPLISHMENTS:

- Phase III of the microfilm conversion into digital images is being negotiated. Phase III will consist of converting microfilm into digital images for the marriage license section. Once digitized, marriage license public records will be available via desktop computer instead of staff manually searching by docket books. Marriage license public record indexes will be available on line for public review. Completed May 2008.
- The Clerk's office will be taking over the microfilm processing from the Archive Writer housed in the IT department. The Archive Writer produces film of recorded documents for permanent record. Effective July 1, 2007, the IT department will no longer have this responsibility.
- Redact (black out) social security numbers from all Death Certificates and DD214's.
- Phase I - The Marriage License section of the department is now scanning the marriage application, and recording information into an automated database. Marriage license information can now be retrieved via a desktop computer for faster service delivery to the public. Marriage License indexed information is now available on the Internet on the Clerk's web page. Phase II A marriage license module was implemented by allowing the public accessibility to submit a marriage license application on-line. This effort will short cut the current workflow.
- Automatic Indexing will allow data entry technicians to highlight data on recorded documents and paste information into the correct field eliminating typing and possible typographical errors. This will enhance a more efficient workflow and reduce overtime to eliminate the backlog of the verification (proofing) process of recorded documents. The Clerk's office currently records from 600 to 800 documents a day, ranging from 1 to 20 pages per document

SERVICE IMPROVEMENT GOALS & OBJECTIVES:

FY09

The recent conversion of the Clerk’s software to Eagle Recorder in June, 2007 gives the Clerks office the capability to provide managed public access to recorded documents; therefore, the service goals and objectives for FY09 are;

- Electronic document recording, “e-Recording” will be implemented. Recent changes to state statute provides for e-notorization and e-Recording permitting the implementation of this technology.
- The purchase of recorded documents on-line eliminating the need for the public to come into the office
 - Allow for the purchase of recorded documents using credit/debit cards.

FY10

- FY09-10 – Upgrade to the EagleRecorder minutes module which will create a permanent computerized record of commission minutes resolution and ordinances

PERFORMANCE DATA:

Performance Measures	Actual FY 2006	Actual FY 2007	Estimated FY 2008	Target FY 2009	Target FY 2010
Documents Recorded	199,503	177,941	150,000	152,000	159,600